

**CONFIDENTIAL**

**CONTRACT EMPLOYEES  
(RECRUITED AT HEADQUARTERS)**

OP	FE/PERS	MED	SEC	PROCEDURE
	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">REFORM SEC. A F-89</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">②</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">PHS</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">RPL SEC. A F-89</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">③</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">PHS</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">F-772</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">F-259</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">④</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">F-204</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">⑦</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">F-204</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">CON-TRACT</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">⑧</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">⑨</div>			<p>① A. NOTIFY OP OF REQUIREMENTS I.E. NUMBER AND TYPE OF PERS NEEDED.</p> <p>② OP/POD - RECRUIT CANDIDATES AND FORWARD FOR EACH (A) PHS, (B) FORM 89, (C) SECRECY AGREEMENT, AND (D) INTERVIEW REPORT.</p> <p>③ A. REVIEW WITH BRANCH AGAINST REQUIREMENTS. (EACH BRANCH WITH AN INTEREST) (IF NO INTEREST - NOTE AND RETURN TO OP.)</p> <p>B. NOTIFY OP OF INTEREST AND CONTACT EMPLOYEE FOR INTERVIEW. MAKE NECESSARY HOTEL AND TRAVEL RESERVATION.</p> <p>C. INITIATE REQUEST FOR SECURITY CLEARANCE, FORM 772.</p> <p>D. INITIATE REQUEST FOR PHYSICAL EXAM, FORM 259.</p> <p>A. INTERVIEW CANDIDATE WITH BR. (IF NEGATIVE CANCEL REQUEST FOR SECURITY CLEARANCE, AND PHYSICAL AND RETURN FILE TO OP)</p> <p>④ B. PREPARE FORM 204, AND OBTAIN APPROVAL OF FE CONTRACT APPROVING OFFICER.</p> <p>C. NOTIFY CANDIDATE BY MAIL OF INTEREST (OR DISINTEREST) AND ADVIS OF CONTINUING INTEREST THROUGH THE PERIOD REQUIRED FOR SECURITY CLEARANCE.</p> <p>⑤ A. INVESTIGATE</p> <p>B. PREPARE NOTIFICATION OF APPROVAL (OR DISAPPROVAL).</p> <p>C. FILE FORM 772 AND PHS.</p> <p>⑥ A. GIVE PHYSICAL AND APPROVE (OR DISAPPROVE).</p> <p>⑦ A. PREPARE CONTRACT BASED ON PROVISION OF FORM 204 AND AGENCY REGS</p> <p align="right">25X1A</p> <p>⑧ A. NOTIFY APPLICANT OF APPROVAL.</p> <p>B. SCHEDULE POLYGRAPH. [REDACTED]</p> <p>C. ARRANGE TRANSPORTATION FOR EOD IN WASHINGTON.</p> <p>⑨ A. MEET WITH APPLICANT AND INSURE COMPLETION OF EOD AND CONTRACT FORMS.</p> <p>B. BRIEF ON INSURANCE PROGRAMS AND OTHER BENEFITS.</p> <p>C. DISTRIBUTE EOD AND CONTRACT FORMS.</p> <p>D. RETAIN COPY OF CONTRACT IN SOFT FILE.</p>

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